PRP
Frequently Asked Questions
(FAQ's)

FAQ	ACTION
eProcurement 8 & FMS Purchasing	
Can attachments be saved from the point they're opened as opposed to taking an additional step?	Once you open the electronic attachment, you can do a "Save As" into a temp file on your "C" drive for access.
Can I attach a document on ePro8 Requisition?	Yes, you access the "Comment" icon on the Requisition Summary panel and click on "Add Attachment"
Can I print a valid Purchase Order?	Printing a valid purchase order is done from the Process menu selection using "Dispatch Purchase Order"
Can you tell me why my purchase order lines do not print out?	The purchase order is a type 2 Subcontract, only comments will print out for type 2's.
For the system contracts, when the allocation gets down to 80% of the total value of the order - we add additional funds - there is No requester to submit a requisition, we simply do a change order adding a line to increase the amount of the order, how will this work, I posed this question to you in the first class, you said you would work on it, has this been implemented?	When there is no requester to create a requisition, it will become the responsibility of the buyer to create the requisition. All cost increases on purchase orders must have a corresponding requisition.
How can I see more information about the requisition I just received?	All requisitions are stored within the ePro8 system. Accessing the "Manage Requisition" on the ePro8 homepage and adding the criteria to lookup requisition panel will open the specific requisition.

PRP
Frequently Asked Questions
(FAQ's)

FAQ	ACTION
How do I clean my cache?	From your Windows Explorer panel you can access the cache file. The location is on PS/FMS/Cache, right click on the FMSPRD folder and delete. Once you delete the cache, your system will reload them next time you enter the system and should take a few minutes to re-load.
How do I log into ePro8 Requisition?	Your User ID is "Uppercase" and password is "lowercase"
How do I log into FMSPRD?	Your User ID is "Uppercase" and password is "lowercase"
How do I print my order? I've tried but no results.	There are 3 types of printed copies for the PO. 1. Use your " Dispatch Purchase Order" selection on your "Process" menu item. Verify that the PO has indeed been completely run through the ZP_PO process very verifying the PO Status is Dispatched. If you run the print job with this process you will print out a valid copy of the PO. 2. You can print through the PO Print process on the Report menu selection. Once again verify that the PO Status is "Dispatched", you will print out a copy with an Unauthorized" area where the signature were to be. 3. You can print a copy of the PO directly from the PO Workbench as a "Draft" regardless of what the status is. You simply select the PO on the workbench and click on the Draft button.

PRP
Frequently Asked Questions (FAQ's)

FAQ	ACTION
How do I reduce a purchase order's encumbrance?	Follow the steps for relieving PO encumbrances in the document found at **http://procurement.lbl.gov/PRP/documentation.htm**
How do we add/change "Favorites"?	On the Internet Explorer menu bar, you have an item called "Favorites". By clicking on the selection you can make your current webpage a favorite item.
How do we find out who signed the requisition?	Within the ePro 8 Manage Requisitions, the users can access the
How is the Procurement Specialist notified of an attached quote, SOW, etc. other than a line-item statement from the requester, or by going into eproprd for every requisition to check manually?	When a preparer has added an electronic attachment to the requisition a statement is added to the line comment field notifying the buyer of the attachment.
I attempted to assign requisitions to buyers through ePro8 and got a message that the assignment was inconsistent with data already existing in the system. What would cause this and what do	The panel will become inconsistent when there are 2 PO Supervisors assigning different buyers to the same requisition.
I sourced a requisition to an existing PO but it doesn't appear on the PO	Open Source Analysis and see what the error is If it is a location problem ("the PO built flag indicates no po exists, yet a po id is specified, or the po built flag indicates that a po exists, and either the specified po does not exist, or there is no po_hdr_stg table for it.) Go to PO and get location # from PO Header Vendor icon · Go to source analysis and change the req location to

PRP
Frequently Asked Questions
(FAQ's)

FAQ	ACTION
My group issues no cost extensions based on e-mail. How can we do this now without a Peoplesoft requisition?	Only increase in the overall cost of the purchase order requires a requisition. No cost extensions can be handle by extending the date on the purchase order.
On 7.5 if one puts in an invalid username/password; login denied you get kicked back all the way to "Start" inorder to start a new login sequence. How about 3 chances?	Currently the FMSPRD system resets itself when an incorrect User ID and Password are used. The system would require extensive PeopleCode modifications to increase the opportunities.
On excess orders where the dollar amount is "0" as well as "No Cost" Modifications (change orders) for type 2 contract, where the requesters will email us to renew the blanket at "No Cost", are we able to issue "zero dollar" orders.	We can issue a $.01 order.
The requisitions are printed from epro. Are you able to modify so that the Requisition # appears on the requisition?	Requisitions cannot be printed from the ePro8 evironment. If the user has access to FMSPRD, they could print out a requisition from the Requisition report menu item.
There appears to be no management tool currently available to compare promised dates with received (or not received) dates in PeopleSoft.	PeopleSoft has the Expediting Report for this type of information. We will need to modify the report to add/delete columns for additional information needed to coincede with the previous Oracle report.
To "Lookup Requester" in 8.0 Manage Requisitions. Why can't it be done by NAME instead of #.	Click on the "Mag Glass" and select Requester by name. This functionality was not available after we went live.

PRP
Frequently Asked Questions
(FAQ's)

FAQ	ACTION
We can't tell who approved the requisition. We need that information for our Subcontracts.	The approver can be obtained by accessing the ePro8 Manage Requisitions and checking on the Status icon.
What do I do when I enter a valid Project ID and the field turns red and tells me its and invalid project ID.	Project ID's are entered by General Accounting and automatically downloaded in the system in the evening. Contact General Accounting and verify the Project ID is valid.
What Due Date do I enter?	For Extended Term Contracts, enter a Due Date that is the date the contract will end (so it doesn't show up For option years, enter date option is up.
What happens when a vendor I need to select on my requisition is not in the "Vendor Table"?	In the comment section of your line, enter the Vendors Name, Contact Name, and Contact Phone number.
When entering eproprd, I click on Eprocument, Eprocurement Home, Start, and Eprocurement Home again before I can click on Manage Reqs.	Your can add this panel to your favorites menu and select it after you've accessed the system.
When we have vendor name changes on existing orders, say a "Successor of Interest" or where the existing vendor gives authorization to one of their agents (a distributor) to be named as the "vendor" this happens often - Will we be able to make the change?	We will be able to change the name of the vendor on the Vendor table. Accounts Payable has the ability to generate a payment to an alternate vendor.
Where would one find the VOX, FAX Nos. and contact person for a specific vendor as we could in Oracle?	You can access the vendor information on the Header panel on the purchase order. Clicking the vendor information icon will open the information allowing you access to Contact Names, Phone & Fax numbers, & Addresses.
Why can't I find the "Blue Create Change Order" icon on my screen?	The purchase order status is in "Open or Approved". Change Orders can only be created to Dispatched purchase orders.

PRP
Frequently Asked Questions
(FAQ's)

FAQ	ACTION
Why can't I see the vendor we added today in FMS in the ePro8 system	All vendors add will become available on the next business day in ePro8.
Why doesn't the vendors name and the buyers name continue to appear on the Requisition Default page once they have been entered? Once one cycles through "Manage Requisitions" these fields are blank so one doesn't know if this information has been entered or not.	The requisiton Defaults panel refreshes itself when the user clicks the "Save for Later". The system is looking for alternative information to be added on the defaults panel for subsequent requisition lines.
Why should I clean out my cache?	Cache files are used by PeopleSoft to quickly access the system panels. During operation system error, cliches, system shutdowns, etc. are kept within the cache file. Deleting the cache file on your workstation enables your system to run quicker and more efficient. Not deleting your cache could result in a slowdown in processing time.
Why won't my PO print?	Check your Run Control (Is date right? Remove PO #; tab out of PO# field, check Approve & Dispatched buttons, then reenter PO#; set it to print changed and unchanged orders, etc.)
FMS Receiving	

FAQ	ACTION
FMS Accounts Payable	
What description information comes over to AP?	AP sees only the first 30 characters on the voucher screens. If you want to convey information to AP without using the AP comment, try to put it into the first 30 characters of the item's description.